

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: June 20, 2014

**FROM: Louise Anderson-Sawtelle
Associate Controller - Operations**

**SUBJECT: Payroll Sign-Off For FY 2014 Pay Period #26 Ending 6/28/14
CPO 14-10**

To ensure the timely processing of payrolls, you are required to “sign off” on all payrolls **no later than 2:00 pm on Monday, June 30, 2014.**

Payroll accounts can be transmitted on Friday, June 27, 2014 for agencies that have few exceptions.

Please process all outstanding retro and adjustment payments during this pay period (#26) as it is the last pay period of the Fiscal Year. In addition, the retroactive payments for those employees who received salary increases effective April 6, 2014 will be processed in an upcoming pay period; during this pay period, no other retros or adjustments will be allowed, so please process them during pay period #26. Additional communication will be forwarded when the date for the salary increase retroactive payments is finalized.

Friday, July 4, 2014 is a bank holiday so direct deposit funds will be available on Thursday, July 3, 2014 and checks will be available for pick up the afternoon of Wednesday, July 2, 2014.

The cooperation of each department and agency in adhering to the above schedule would be greatly appreciated.